

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 872

Page 1 of 4

Agency **Kent County**

Division/Unit

**Planning Office**

Item No	Description	Retention
1	<b>Zoning</b> <b>Zoning Amendments/Projects/Appeals (Minutes)</b> Correspondence, zoning maps, drawings, surveys, work papers, master plans, minutes of public hearings, appeal notes and hearing minutes	Refers to items #1-2 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
2	<b>Major/Minor Subdivisions Road Waivers, Site plan reviews</b> Plats, subdivision applications, handwritten notes, performance bonds, management plans, declaration of restrictions, correspondence, final plats, property transfer record, agreements, etc.	
3	<b>Building permits issued/white/yellow</b> Application, payment form, sediment control form, drawing of project, specifications, receipt for payment, correspondence, site sketch, approval signature, correction list, etc.  White copies of building permits issued includes sketches of property (separated by district)  Yellow copies of application for building permits (separated alphabetical)	Retain permanently. Microfilm, verify microfilm to ensure that all documents have been filmed and film is readable. Transfer film periodically to the Md State Archives. Destroy documents after film has been checked.

Approved by Department, Agency, or Division Representative.

Date June 1, 1998

Signature Charles D. MacLeod

Type Name Charles D. MacLeod

Title County Administrator

Schedule Authorized by State Archivist.

Date JUN 4 1998

Signature Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. **C822**

Page 2 of 4

Item No.	Description	Retention
4	<b>Areas of restricted development plats</b> Plats showing - slope, soil, flood plain, sediment/erosion control, road plan and profile, water, sewage, road proposal plans, soil conservation, water system plans, etc.	Retain for 10 years, then destroy
5	<b>Agenda Packets (include minutes)</b> Files consist of correspondence, planning commission meeting agenda, quarterly subdivision reports, minutes, applications, drawings, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
6	<b>Grant Files</b> Correspondence, remittance advice from Maryland Department of Environment, grant agreements, grant - in - aid progress reports, commissioner's payment form, mileage reports, contracts, grant request forms, summary sheets, reference material, etc.	Retain for 3 years after grant is closed and until all audit requirements have been fulfilled, then destroy
7	<b>Planning Commission Expenses</b> Expense files consisting of computer generated expense reports, request for journal entries, commissioner's payment form, copies of invoices, correspondence, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
8	<b>Budget Data</b> File consists of organizational charts, correspondence, approved budget work papers, etc.	Same as item #7

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. **C 822**

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Item No.	Description	Retention
9	<b>Site plans/Blue prints</b> Grading and sediment control plans, final site plans, site improvements, proposed road improvements, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives
10	<b>Board of Appeals</b> <b>Zoning Appeals (includes minutes)</b> Notice of public hearings, application, hearing minutes, pictures of property, drawings, appellants memorandum and supplements, correspondence, etc.	Retain permanently. Transfer periodically to the Maryland State Archives
11	<b>Appeal Board Minutes</b> Typed minutes of Board of Appeal hearings	Same as item #10
12	<b>Miscellaneous planning subject files/general correspondence</b> Easement holdings, capital projects, historic zoning, industrial parks, conservation Consists of correspondence, copy of deeds, grantors, surveys, industrialized building location report, zoning amendments, block grants, manpower, historic preservation nominations, geological surveys, soil surveys, zoning ordinance text change, county road surveys, airport studies, etc.	Refers to items #12-13 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
13	<b>Storm and sediment control files</b> Correspondence, storm water management studies, drawings, storm water management waiver requests, etc.	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)		Schedule No. <i>C822</i> Page 4 of 4
Item No.	Description	Retention
14	<b>Plumbing Commission files</b> Inspection information, sanitary construction projects, expense reports, correspondence, bonds, mileage reports, cash receipts, permits, license renewal cards, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
15	<b>Plumbing applications for plumbing and house connections</b> Applications, inspection reports, notarized affidavits, inspection approval slips, permits and receipts, etc.	Same as item #14
16	<b>Miscellaneous files</b> Files containing documents reference - Agricultural Advisory Commission, correspondence, LEAA grants, expense reports, reports of building reports issued, Kent County Council of Governments, etc.	Refers to items #16-18 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
17	<b>Inactive Project files</b> Correspondence, plats, project quarterly reports, contract change orders, minority business enterprise, utilization reports, periodic estimate for partial payment, outlay reports and request for reimbursement for construction, etc.	
18	<b>State Clearing House files</b> Stored by town/district/project Consisting of correspondence, summary notification reviews, plats, applications for federal assistance, narrative statements for EPA studies, etc.	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)  <div style="text-align: center; font-size: 2em; margin-top: 10px;">A</div>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>19</u> Of <u>      </u>	
<b>1. DEPARTMENT/AGENCY</b> Kent Co.		<b>2. DIVISION</b> Planning Dept		<b>3. UNIT</b> Zoning	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> Zoning Admendment Projects / Appeals (minutes)				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1965 TO 1978	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Correspondence, Zoning Maps, Drawings, Surveys, Work papers, Master Plans, Minutes of Public Hearings, Appeal Notes And Hearing Minutes.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>Mixed</u>		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <u>MISC</u>		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number <u>5</u>	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Attic / Office		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> <u>Use General Retention Statement</u>			
<b>19. NAME AND TITLE OF PREPARER</b>		<b>20. TELEPHONE NUMBER</b>		<b>21. DATE</b> Feb. 23, 1998	

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MAJOR / MINOR SUB DIVISIONS  
ROAD WAIVERS, SITE PLAN REVIEWS

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_ TO \_\_\_\_

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

INCLUDES: PLATS, SUBDIVISION APPLICATIONS;  
HAND WRITTEN NOTES - PERFORMANCE BONDS;  
MANAGEMENT PLANS - DECLARATION OF RESTRICTIONS;  
CORRESPONDENCE; FINAL PLATS; PROPERTY TRANSFER  
RECORD; AGREEMENTS; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

11  
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_ Month(s)      ☐ Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

USE GENERAL  
RETENTION STATEMENT

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

4/23/98

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 54/62/63 Of 1

1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION

Planning Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building Permits  
Issued / white / yellow

5. EARLIEST YEAR / LATEST YEAR

1983 TO 1993  
1987 TO 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Consist of: Application; Payment Form,  
Sediment Control Form; Drawing of project;  
Specifications; Receipt for Payment;  
Correspondence; site sketch; Approval  
Signature; Correction List; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☒ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

Year / Alpha

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BANKS

Number 12  
BOX

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

OVER

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 26, 1998

RETAIN PERMANENTLY - Microfilm,  
Verify microfilm to ensure ~~THAT~~  
All documents have been filmed  
And film is readable. Transfer  
Film periodically to the Nat.  
STATE ARCHIVES. Destroy documents  
After film has been checked.



1. DEPARTMENT/AGENCY

*Kent Co*

2. DIVISION

*Planning Office*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Building Permits  
Issued*

5. EARLIEST YEAR / LATEST YEAR

*1983 TO 1993  
1987 1994*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Consist of: Application; Payment Form,  
Sediment Control Form; Drawing of project;  
Specifications; Receipt for Payment;  
Correspondence; site sketch; Approval  
Signature; Correction List; ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*Year/Alpha*

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) *BOXES*

Number

*BOX*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*ATTIC*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (if yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

*need to keep*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*Feb. 26, 1998*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BUILDING PERMITS -  
WHITE COPIES

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1983  
1966

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

WHITE COPIES OF BUILDING PERMITS ISSUED  
INCLUDES SKETCHES OF PROPERTY

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By Year +  
DISTRICT

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

42  
CUBIC FEET

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BUILDING PERMITS -  
WHITE COPIES

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1983  
1966

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

WHITE COPIES OF BUILDING PERMITS ISSUED  
INCLUDES SKETCHES OF PROPERTY

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By Year +  
DISTRICT

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number 42 CUBIC FEET

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

Keep indefinitely Permanent

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HEXT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building Permits -  
Yellow Copy

5. EARLIEST YEAR / LATEST YEAR

1962 TO 1981  
1961

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Yellow Copy of Application for Building  
Permits

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

YEAR / NAME

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

25  
Number Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC / office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR - 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building Permits -  
Yellow Copy

5. EARLIEST YEAR / LATEST YEAR

1962 TO 1971  
1961

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Yellow Copy of Application for Building  
Permits

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

YEAR / NAME

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

25  
Number Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

Keep  
Permanent

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR - 3, 1998

1. DEPARTMENT/AGENCY

HENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

AREAS OF RESTRICTED  
DEVELOPMENT PLATS

5. EARLIEST YEAR / LATEST YEAR

       TO       

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

PLATS showing: slope; soil; Flood.  
PLAIN; ~~etc.~~ sediment/CONTROL EROSION  
CONTROL; ROAD PLAN + profile; WATER, SEWAGE,  
ROAD PROPOSAL PLANS; SOIL CONSERVATION;  
WATER SYSTEM PLANS; ETC.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

BY TOWN

9. VOLUME

- over  
☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) PLATS

Number 3 Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC/OFFICE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☒ No

18. RECOMMENDED RETENTION

RETAIN FOR 10 YRS,  
THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

Office  
10 cubic feet

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) <div style="font-size: 2em; margin-left: 100px;">A</div>		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>67</u> Of <u>      </u>	
1. DEPARTMENT/AGENCY <u>KENT CO.</u>		2. DIVISION <u>PLANNING DIV.</u>		3. UNIT 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <u>AREAS OF RESTRICTED DEVELOPMENT PLATS</u>				5. EARLIEST YEAR / LATEST YEAR <u>      </u> TO <u>      </u>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <u>PLATS showing slope; soil; Flood PLAIN, ETC.</u>					
7. RECORD SERIES FORMAT(S)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>PLATS</u>		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <u>None</u>		9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <u>PLATS</u> <u>3</u> Number <u>Cubic Feet</u>	
10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <u>      </u> <u>      </u> Number					
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>      </u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <u>ATTIC</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <u>      </u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <u>      </u> <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <u>      </u> <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <u>Keep Retain for 10 yrs - Review after 5 yrs.</u>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE <u>MAR 3, 1998</u>	



1. DEPARTMENT/AGENCY

HENT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

AGENDA PACKETS  
(includes Minutes)

5. EARLIEST YEAR / LATEST YEAR

1987 TO 1991

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files consisting of: Correspondence;  
PLANNING Commission Meeting Agenda;  
Quarterly subdivision Reports;  
MINUTES; APPLICATIONS; DRAWINGS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By year/month

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) Box

4  
Number Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

use General  
RETENTION STATEMENT

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HENT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

AGENDA PACKETS  
(includes Minutes)

5. EARLIEST YEAR / LATEST YEAR

1987 TO 1991

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files consisting of: Correspondence;  
PLANNING Commission Meeting Agenda;  
Quarterly subdivision Reports;  
MINUTES; APPLICATIONS; DRAWINGS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

By year/month

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) Box

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

Must Keep Correspondence Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>69</u> Of <u>      </u>	
1. DEPARTMENT/AGENCY <u>KENT CO.</u>		2. DIVISION <u>PLANNING DIV</u>		3. UNIT 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <u>GRANT Files</u>				5. EARLIEST YEAR / LATEST YEAR <u>1986 TO 1990</u>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <u>CORRESPONDENCE; REMITTANCE ADVICE FROM MD DEPT OF ENVIRONMENT; GRANT AGREEMENTS; GRANT-IN-AID progress REPORTS; COMMISSIONER'S PAYMENT FORM; MILEAGE REPORTS; <del>THE</del> CONTRACTS; <del>THE</del> OVER</u>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>FISCAL YEAR</u>		9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <u>BOX</u> <u>23</u> Number <u>CUBIC FOOT</u>	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <u>ATTIC</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <u>RETAIN FOR 3 YRS. AFTER GRANT IS CLOSED AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.</u>			
19. NAME AND TITLE OF PREPARER 		20. TELEPHONE NUMBER 		21. DATE <u>MAR 3, 1998</u>	

GRANT Request Forms; Summary sheets;  
Reference MATERIAL;

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)  <div style="font-size: 2em; margin-left: 100px;">A</div>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>69</u> Of <u>      </u>	
1. DEPARTMENT/AGENCY <div style="font-size: 1.5em;">KENT CO.</div>		2. DIVISION <div style="font-size: 1.5em;">PLANNING DIV</div>		3. UNIT  	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <div style="font-size: 1.5em;">GRANT Files</div>				5. EARLIEST YEAR / LATEST YEAR <div style="font-size: 1.5em;">1986 TO 1990</div>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <div style="font-size: 1.2em;">           Correspondence; Remittance Advice From Md Dept of Environment; GRANT Agreements; GRANT-in-Aid progress Reports; Commissioner's Payment Form; Mileage Reports; <del>etc</del> CONTRACTS; <del>etc</del> Over         </div>					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____  <div style="font-size: 1.5em;">Fiscal Year</div>		9. VOLUME  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <div style="font-size: 1.5em;">Box</div> <div style="font-size: 1.5em;">23</div> Number <div style="font-size: 1.5em;">Cubic Foot</div>	
11. FILE IS USED  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  <div style="font-size: 1.5em;">ATTIC</div>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <div style="font-size: 1.2em;">           RETAIN For 3 YRS. After GRANT is closed and until all audit requirements have been fulfilled, then destroy.         </div>			
19. NAME AND TITLE OF PREPARER   		20. TELEPHONE NUMBER   		21. DATE  <div style="font-size: 1.5em;">MAR 3, 1998</div>	

GRANT Request Forms; Summary sheets;  
Reference MATERIAL;

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLANNING COMMISSION  
EXPENSES

5. EARLIEST YEAR / LATEST YEAR

1986 TO 1991

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Expense Files consisting of: Computer  
Generated Expense Reports; Request  
for Journal Entries; Commissioner's  
Payment Form; Copies of Invoices;  
Correspondence; ETC

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

FISCAL YEAR

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) Box

Number Cubic Foot

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

RETAIN for 3yrs. And  
UNTIL All Audit Requirements  
have been fulfilled, then Destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 71 Of       

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLANNING COMMISSION  
EXPENSES

5. EARLIEST YEAR / LATEST YEAR

1986 TO 1991

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Expense Files consisting of: Computer  
Generated Expense Reports; Request  
for Journal Entries; Commissioner's  
Payment Form; Copies of Invoices;  
Correspondence; ETC

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

FISCAL YEAR

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) Box

Number Cubic Foot

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION RETAIN FOR 3 YRS. AND

UNTIL ALL AUDIT REQUIREMENTS  
HAVE BEEN FULFILLED, THEN DESTROY ✓

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998



INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KEAT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Budget DATA

5. EARLIEST YEAR / LATEST YEAR

1963 TO 1987

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

File consists of: ORGANIZATIONAL CHARTS;  
Correspondence; Approved Budget;  
WORKPAPERS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

Fiscal Year

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOX

Number Cubic Foot.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number \_\_\_\_\_

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

RETAIN FOR 3 YRS AND  
UNTIL ALL Audit Requirements  
have been fulfilled, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Budget DATA

5. EARLIEST YEAR / LATEST YEAR

1963 TO 1987

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

File consists of: ORGANIZATIONAL CHARTS;  
Correspondence; Approved Budget;  
WORKPAPERS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

Fiscal Year

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOX

Number Cubic Foot.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

RETAIN FOR 3 YRS AND  
UNTIL ALL Audit Requirements  
have been fulfilled, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 14 Of       

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

SITE PLANS / ~~Blue~~ Blue PRINTS

5. EARLIEST YEAR / LATEST YEAR

1989 TO 1993

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

GRADING AND sediment CONTROL PLANS;  
FINAL SITE PLANS; SITE IMPROVEMENTS;  
PROPOSED ROAD IMPROVEMENTS; etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape

☒ Other (Specify)

Expanding  
DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical

☒ Other (Specify)

None

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify)

20 cubic  
Number FEET BOXES

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

USE GENERAL  
RETENTION STATEMENT

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) <div style="text-align: center; font-size: 2em; margin-top: 10px;">A</div>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> <div style="margin-top: 10px;">Page <u>14</u> Of <u>      </u></div>	
<b>1. DEPARTMENT/AGENCY</b> KENT CO.		<b>2. DIVISION</b> PLANNING DIV		<b>3. UNIT</b> 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> SITE PLANS / <del>Blue</del> Blue PRINTS				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1989 TO 1993	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) GRADING AND SEDIMENT CONTROL PLANS; FINAL SITE PLANS; SITE IMPROVEMENTS; PROPOSED ROAD IMPROVEMENTS; etc.					
<b>7. RECORD SERIES FORMAT(S)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape           </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Other (Specify) <u>Expanding Drawings</u> </div> </div>		<b>8. RECORD SERIES SEQUENCE</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical           </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Other (Specify) <u>None</u> </div> </div>		<b>9. VOLUME</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel (s)  <input type="checkbox"/> Computer Tape (s)  <input checked="" type="checkbox"/> Other (Specify) <u>BOXES</u> </div> <div style="width: 45%;"> <u>20 CUBIC FEET</u>            Number <u>      </u> </div> </div>	
<b>11. FILE IS USED</b> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly           </div>		<b>12. FILE BECOMES INACTIVE AFTER</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <u>      </u>            Number         </div> <div style="width: 60%;"> <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)         </div> </div>			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) ATTIC		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <u>      </u> <input type="checkbox"/> No         </div>			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <u>      </u> <input checked="" type="checkbox"/> No         </div>		<b>16. AUDIT REQUIREMENTS</b> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent         </div>			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <u>      </u> <input checked="" type="checkbox"/> No         </div>		<b>18. RECOMMENDED RETENTION</b> <u>MUST KEEP - General Retention Statement</u>			
<b>19. NAME AND TITLE OF PREPARER</b> 		<b>20. TELEPHONE NUMBER</b> 		<b>21. DATE</b> MAR 3, 1998	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 55 Of       

1. DEPARTMENT/AGENCY

Genot Co.

2. DIVISION

PLANNING Office

3. UNIT

Bd. of Appeals

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ZONING Appeals  
(includes MINUTES)

5. EARLIEST YEAR / LATEST YEAR

1964 TO 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF: Notice of Public Hearing; Application; HEARING MINUTES; Pictures of Property; DRAWINGS; Appellants Memorandum and supplements; correspondence, etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

YEAR / ALPHA

9. VOLUME

6 Cubic Feet  
☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (Specify) BANKER BOXES  
Number 14

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Attic / Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

RETAIN PERMANENTLY.  
TRANSFER PERIODICALLY TO  
THE MD. STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 26, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 55 Of       

1. DEPARTMENT/AGENCY

GenT Co.

2. DIVISION

PLANNING OFFICE

3. UNIT

BL. OF APPEALS

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ZONING APPEALS  
(includes MINUTES)

5. EARLIEST YEAR / LATEST YEAR

1964 TO 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSIST OF: Notice of Public Hearing; Application;  
HEARING MINUTES; PICTURES OF PROPERTY;  
DRAWINGS; APPELLANTS MEMORANDUM AND  
SUPPLEMENTS; CORRESPONDENCE, ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify)

YEAR / ALPHA

9. VOLUME

6 CUBIC FEET  
☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BANKER  
3 17 8/14 BOXES

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

must keep

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FEB. 26, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HEAT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

APPEAL BOARD MINUTES

5. EARLIEST YEAR / LATEST YEAR

1963 TO 1969

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

TYPED MINUTES OF BOARD OF APPEAL HEARINGS

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) BOOK

APPENDIX, 11" X 12"

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) \_\_\_\_\_

By APPEAL #

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOOK

Number 1

APPENDIX 34  
IN DEPT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION PERMANENT, TRANSFER  
PERIODICALLY TO THE MD. STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 58 Of       

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

APPEAL BOARD MINUTES

5. EARLIEST YEAR / LATEST YEAR

1963 TO 1969

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Typed minutes of Board of Appeal Hearings

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) BOOK

Approx. 11" x 12"

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) \_\_\_\_\_

By APPEAL #

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOOK

Number 1

APPEX 34  
IN DEPT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number \_\_\_\_\_

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

PERMANENT, TRANSFER  
PERIODICALLY TO THE MD. STATE  
ARCHIVES - Keep

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998



<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)  <div style="font-size: 2em; margin-left: 100px;">A</div>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>56</u> Of <u>      </u>	
1. DEPARTMENT/AGENCY <div style="font-size: 1.5em;">Kent Co.</div>		2. DIVISION <div style="font-size: 1.5em;">Planning Office</div>		3. UNIT 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <i>MISC. PLANNING SUBJECT Files / GENERAL Correspondence</i>				5. EARLIEST YEAR / LATEST YEAR <div style="font-size: 1.5em;">1973 TO 1985</div>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <div style="font-size: 1.2em;">EASEMENT HOLDINGS, CAPITAL PROJECTS, HISTORIC ZONING, INDUSTRIAL PARKS, CONSERVATION, CONSIST OF: CORRESPONDENCE - COPY OF DEEDS - GRANTORS - SURVEYS - INDUSTRIALIZED BUILDING LOCATION REPORT. ZONING AMENDMENTS; BLOCK GRANTS, MAIN POWER, OVER</div>					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <i>2 cubic feet</i> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <i>BOXES</i> <div style="font-size: 1.5em; margin-left: 20px;">Office * 5 FILE DRAWERS 3</div> <div style="text-align: right;">Number <i>3</i></div>	
11. FILE IS USED  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  Number _____			
12. FILE BECOMES INACTIVE AFTER  _____ Number		13. CURRENT LOCATION(S) (Bldg., Floor, Room) <div style="font-size: 1.5em;">Attic / office</div>			
14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
16. AUDIT REQUIREMENTS  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
18. RECOMMENDED RETENTION <div style="font-size: 1.5em;">USE GENERAL RETENTION STATEMENT.</div>		19. NAME AND TITLE OF PREPARER  			
20. TELEPHONE NUMBER  		21. DATE <div style="font-size: 1.5em;">Feb. 26, 1998</div>			

.....

HISTORIC PRESERVATION NOMINATIONS;  
GEOLOGICAL SURVEYS; SOIL SURVEYS;  
ZONING ORDINANCE TEXT CHANGE;  
COUNTY ROAD SURVEYS; AIRPORT  
STUDIES; ETC.

.....

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION

Planning Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC. PLANNING SUBJECT  
Files./General Correspondence

5. EARLIEST YEAR / LATEST YEAR

~~1983~~ TO 1985  
1973

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

EASEMENT HOLDINGS, CAPITAL PROJECTS;  
HISTORIC ZONING, INDUSTRIAL PARKS.  
CONSERVATION, CONSIST OF: CORRESPONDENCE;  
COPY OF DEEDS - GRANTORS; SURVEYS - INDUST-  
RIALIZED BUILDING LOCATION REPORT. ZONING  
AMENDMENTS; BLOCK GRANTS, MAP POWER  
OVER

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

2 cubic feet  
☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) BOXES  
3  
Number BOXES

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

USE GENERAL RETENTION  
STATEMENT. MUST KEEP

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FEB. 26, 1998

Historic Preservation Nominations;  
Geological surveys; soil surveys;  
Zoning Ordinance Text Change;  
County Road surveys; Airport  
Studies; etc.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION

Planning office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Storm And Sediment  
Control Files

5. EARLIEST YEAR / LATEST YEAR

1987 to 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondence, Storm Water Management Studies,  
Drawings, Storm Water Management Waiver  
Requests, ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BANKETS  
BOX

Number 1

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number \_\_\_\_\_

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

USE GENERAL  
RETENTION STATEMENT

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION

Planning Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Storm And Sediment  
Control Files

5. EARLIEST YEAR / LATEST YEAR

1987 TO 1989

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondence, Storm Water Management Studies,  
Drawings, Storm Water Management Waiver  
Requests, ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BANKETS  
BOX

1  
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION MUST Keep

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS-550-1)

A

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR

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1. DEPARTMENT/AGENCY

HENT Co.

2. DIVISION

PLUMBING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLUMBING COMMISSION  
Files

5. EARLIEST YEAR / LATEST YEAR

1970 TO 1983

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files CONTAINING: INSPECTION INFORMATION;  
SANITARY CONSTRUCTION PROJECTS; Expense  
Reports; Correspondence; Bonds;  
Mileage Reports; CASH Receipts; Permits;  
Licence RENEWAL CARDS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOX  
3 Number CUBIC FEET

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

RETAIN FOR 3 YRS AND  
UNTIL ALL Audit Requirements  
Have been fulfilled, THEN DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR:

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1. DEPARTMENT/AGENCY

HENT Co.

2. DIVISION

PLUMBING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLUMBING COMMISSION  
Files

5. EARLIEST YEAR / LATEST YEAR

1970 TO 1983

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files CONTAINING: INSPECTION INFORMATION;  
SANITARY CONSTRUCTION PROJECTS; Expense  
Reports; Correspondence; Bonds;  
Mileage Reports; Cash Receipts; Permits;  
Licence RENEWAL CARDS; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) BOX

Number 3

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

no need to keep after 3 yrs.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998



INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS-550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*KENT & CO.*

2. DIVISION

*PLANNING DIV.*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*PLUMBING APPLICATIONS  
FOR PLUMBING AND HOUSE CONNECTIONS*

5. EARLIEST YEAR / LATEST YEAR

*1974 TO 1987*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*APPLICATIONS - INSPECTION REPORTS -  
NOTARIZED AFFIDAVITS, INSPECTION  
APPROVAL SLIPS, PERMITS AND  
RECEIPTS, ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*By year*

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number *430*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*ATTIC*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

*RETAIN FOR 3 YRS AND  
UNTIL ALL AUDIT REQUIREMENTS  
HAVE BEEN FULLFILLED THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*MAR. 3, 1998*

*LIST?*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLUMBING APPLICATIONS  
FOR PLUMBING AND HOUSE CONNECTIONS

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1987

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

APPLICATIONS - INSPECTION REPORTS -  
NOTARIZED AFFIDAVITS, INSPECTION  
APPROVAL SLIPS, PERMITS AND  
RECEIPTS, ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical

- ☐ Chronological  
☐ Geographical

☐ Other (Specify) \_\_\_\_\_

By year

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

4 Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

no need to keep after 3 yrs

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

LIST?

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC. Files

5. EARLIEST YEAR / LATEST YEAR

1977 TO 1981

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files CONTAINING DOCUMENTS re:  
AGRICULTURE Advisory Commission;  
Correspondence; LEAA Grants;  
Expense Reports - Reports of Building  
Reports Issued - Kent Co. Council of  
Governments, etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) None

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

2 Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s)      ☐ Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. RECOMMENDED RETENTION

use General  
Retention Statement

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO

2. DIVISION

PLANNING DIV.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC. Files

5. EARLIEST YEAR / LATEST YEAR

1977 TO 1981

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files CONTAINING DOCUMENTS re:  
AGRICULTURE Advisory Commission;  
Correspondence; LEAA GRANTS;  
Expense Reports - Reports of Building  
Reports Issued; Kent Co. Council of  
Governments; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

2  
Number Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☒ No

18. RECOMMENDED RETENTION

Need to review box - some should  
keep Review yearly - maybe able to throw  
out

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HEAT CO

2. DIVISION

Planning Div?

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

INACTIVE Project Files

5. EARLIEST YEAR / LATEST YEAR

       TO       

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondence, PLATS, Project Quarterly Reports, CONTRACT CHANGE orders, MINORITY BUSINESS ENTERPRISE UTILIZATION Reports, Periodic Estimate for ~~PARTIAL~~ PARTIAL Payment, OUTLAY Reports and Request for Reimbursement for Construction, etc

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) By Project

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify)

Number 2

Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number       

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☒ No

18. RECOMMENDED RETENTION

use General Retention Statement

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>65</u> Of <u>      </u>	
1. DEPARTMENT/AGENCY <u>KENT CO</u>		2. DIVISION <u>PLANNING DIV?</u>		3. UNIT 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <u>INACTIVE Project Files</u>				5. EARLIEST YEAR / LATEST YEAR TO      _____	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <u>CORRESPONDENCE, PLATS, Project Quarterly Reports, CONTRACT CHANGE ORDERS, MINORITY BUSINESS ENTERPRISE UTILIZATION Reports, PERIODIC ESTIMATE FOR PARTIAL PAYMENT, OUTLAY Reports AND Request For Reimbursement For Construction ETC</u>					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>PLATS</u>		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <u>By Project</u>		9. VOLUME <u>(1 box)</u> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number <u>Cubic Feet</u>	
10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____					
11. FILE IS USED  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER  _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  <u>ATTIC</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <u>Needs to remain Box Review yearly</u>			
19. NAME AND TITLE OF PREPARER 		20. TELEPHONE NUMBER 		21. DATE <u>MAR 3, 1998</u>	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT Co.

2. DIVISION

PLANNING Div.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

STATE CLEARINGHOUSE  
Files

5. EARLIEST YEAR / LATEST YEAR

1975 TO       

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files stored by Town/District/Project,  
consisting of: Correspondence, Summary  
Notification Reviews, PLATS, Applications  
for Federal Assistance, Narrative Statements  
for EPA studies, etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical

☒ Other (Specify) NONE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify)

2  
Number CYCLIC FEET

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

            ☐ Month(s)      ☐ Year(s)  
Number       

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☒ No

18. RECOMMENDED RETENTION

Use General  
Retention Statement

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT Co.

2. DIVISION

PLANNING Div.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

STATE CLEARINGHOUSE  
Files

5. EARLIEST YEAR / LATEST YEAR

1975 TO       

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files stored by Town/District/Project,  
consisting of: Correspondence, Summary  
Notification Reviews, PLATS, Applications  
For Federal Assistance, Narrative Statements  
For EPA Studies, etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) NONE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify)

2  
Number LYSIC Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

            ☐ Month(s)      ☐ Year(s)  
Number       

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☒ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☒ No

18. RECOMMENDED RETENTION

Review Box  
Review Yearly

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 3, 1998